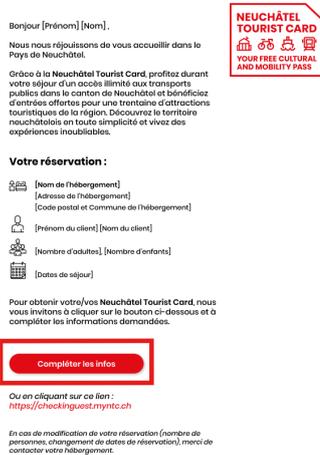


USER GUIDE

1. Email

Three days before your arrival, you will receive an email from **neuchateltourisme@myntc.ch** inviting you to complete the required information in order to generate your guest card(s).

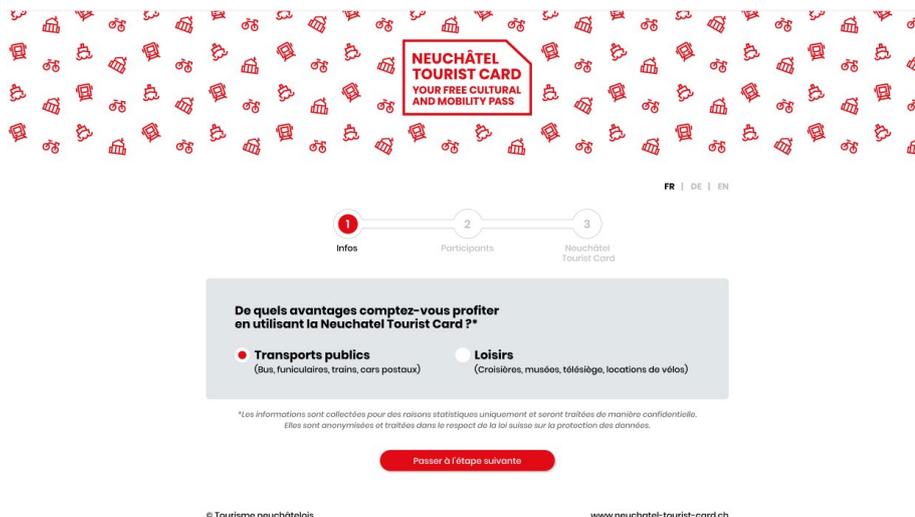


Click the **“COMPLETE INFORMATION”** button. You will be redirected to a page where you can enter the necessary information to generate your guest card(s).

- *If your reservation is made less than three days before your arrival, you will receive the invitation as soon as your accommodation enters your reservation into the guest card management system.*
- *If you have not received an email, please check your inbox as well as your spam folder.*
- *For any questions, please contact your accommodation provider.*

2. Registration portal

Select the benefits you would like to enjoy and click **“PROCEED TO THE NEXT STEP”**.



3. Enter participant information

Enter the last names, first names and dates of birth of each participant, then click **“CONFIRM THE ENTERED INFORMATION”**.

The screenshot shows the 'Participants' step of the application process. At the top, there is a progress bar with three steps: 1. Infos, 2. Participants (current step), and 3. Neuchâtel Tourist Card. The main heading reads 'Complétez les informations pour chaque personne de votre réservation'. Below this, there are three columns for 'Visiteur #1', 'Visiteur #2', and 'Visiteur #3'. Each column contains input fields for 'Nom de famille', 'Prénom', and 'Date de naissance' (with a date picker icon). At the bottom, there is a confirmation statement: 'Je confirme l'exactitude des informations saisies et peux en être tenu·e responsable. La Neuchâtel Tourist Card est nominative et intrasmisissible.' and a red button labeled 'Valider les informations saisies'.

4. Access the WebApp, download, print or send

Finally, choose the option that suits you best.

The screenshot shows the 'Neuchâtel Tourist Card' step of the application process. At the top, there is a progress bar with three steps: 1. Infos, 2. Participants, and 3. Neuchâtel Tourist Card (current step). The main heading reads 'Félicitations, vous avez terminé!'. Below this, there are three red buttons: 'Accéder à ma carte Neuchâtel Tourist Card', 'Imprimer ma Neuchâtel Tourist Card', and 'Envoyer ma Neuchâtel Tourist Card par e-mail'. To the right, there is a 'Newsletter' section with the text 'Restez informé et profitez régulièrement de contenus exclusifs en vous abonnant à la newsletter de Tourisme neuchâtelois.' and an 'Adresse e-mail' input field with a red 'S'abonner' button. At the bottom, there is a footer with '© Tourisme neuchâtelois' and 'www.neuchatel-tourist-card.ch'.

Please note that you can return to this portal at any time to choose another option.

5. Use your Neuchâtel Tourist Card

Congratulations! You can now enjoy your stay. Simply present your Neuchâtel Tourist Card to our partners to benefit from free museum entries and free public transport within the canton of Neuchâtel.